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JAN 22, 2005	
CLERK US DISTRICT COURT	
DISTRICT OF ARIZONA	
BY <u>/s/ D. Lucas</u> DEPUTY	

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

In the matter of
PRIVACY REQUIREMENTS
IN CIVIL AND CRIMINAL CASES
(SUPERSEDES GENERAL
ORDER 04-24)

GENERAL ORDER 04-26

In accordance with the policy of the United States Judicial Conference and the requirements of the E-Government Act of 2002,

IT IS ORDERED that, effective January 17, 2005, the following personal identifiers must be either excluded or partially redacted from any document filed in a civil or a criminal case, whether filed in paper or electronic form:

- Social Security Numbers to the last four digits;
- financial account numbers to the last four digits;
- names of minor children to the initials; and,
- dates of birth to the year.

Paper filings of transcripts of administrative records in social security review cases are not subject to the above requirements.

IT IS FURTHER ORDERED that, effective May 1, 2005, the following personal identifier must be either excluded or partially redacted from any document filed in a criminal case, whether filed in paper or electronic form:

- Home addresses to city and state.

1 IT IS FURTHER ORDERED that a party filing a redacted document normally should not also
2 file an unredacted version of the document. Where inclusion of the unredacted personal data identifiers
3 is necessary, however, a party may

- 4 a. file a reference list under seal. The reference list shall contain the complete personal
5 data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All
6 references in the case to the redacted identifiers included in the reference list will be
7 construed to refer to the corresponding complete personal data identifier. The reference
8 list must be filed under seal, and may be amended as of right, or
b. file an unredacted version of the document under seal.

9 If a party files unredacted personal data identifiers under seal, the court prefers that they be filed in the
10 form of a reference list.

11 Counsel is strongly urged to confer with clients regarding personal identifiers so that an
12 informed decision about the inclusion of sensitive information may be made. The responsibility for
13 redacting personal identifiers rests solely with counsel and the parties. The Clerk will not review
14 filings for redaction.

15 Counsel is encouraged to use discretion during courtroom proceedings when referencing or
16 eliciting personal information to avoid having these identifiers recorded unnecessarily on the official
17 court record.

18 This General Order hereby amends and supersedes General Order 04-24, and General Order
19 04-24 is deemed obsolete.
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22 DATED this 22nd day of January, 2005.

23
24 /s/ Stephen M. McNamee
25 Stephen M. McNamee
26 Chief United States District Judge
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